



Deborah A. Gist
Commissioner

State of Rhode Island and Providence Plantations
DEPARTMENT OF EDUCATION
Shepard Building
255 Westminster Street
Providence, Rhode Island 02903-3400

PROFESSIONAL DEVELOPMENT GUIDANCE LETTER
FOR ADULT EDUCATION PRACTITIONERS
03/16/12

Overview

A professional development (PD) requirement was not specified in the 2011-2015 Adult Education Request For Proposals. However, RIDE, in adopting the Indicators of Program Quality from the RI Critical Links work will be enforcing *Program Quality Indicator 3: Professional Development for All Staff and Volunteers* as the program monitoring requirement is phased in. More detailed information on the Critical Links work can be found here:

http://www.riedc.com/files/EPC_04_BuildingTheCriticalLinks.pdf

General Guidelines

Time and money for PD/Expected amount of PD for staff per year:

RIDE expects that programs budget for time and funds to compensate staff for engaging in minimum amounts of professional development per program year. This minimum, as RIDE phases this requirement in, will be 25 hours per year for program year 2012-2013 for a “full time” employee, however an organization defines “full time” (e.g., 35, 37.5 or 40 hours.) This requirement will be prorated for part time staff at a rate of 1.2% of the total annual paid hours. For example if a part time staff member works 25 hours a week for 42 weeks in a given year, his/her professional development hours would be 25 hours X 42 weeks = 1050 X .012 = 13 hours per year (rounded).

Who is required to have a plan?

According to Program Quality Indicator 3, “All staff and volunteers must engage in professional development activity and have a plan guiding this activity.”

What to include in the PD plan:

RIDE would like to afford programs flexibility with meeting the PD plan requirement. Program Quality Indicator 3 states that there must be a program-wide professional development plan driven by the needs of all staff, volunteers and students in balance with program and state-wide system goals. This leaves it up to programs to determine

where their staff should focus their PD efforts in a given year. More specifics as to the content of PD plans are contained in Program Quality Indicator 3 and in the monitoring tool, which is based on the Program Quality Indicators. As certain PD priorities are determined by RIDE, adult educators can look to RIDE Leadership Institutes and the Rhode Island Professional Development Center for direction with PD planning. RIDE will expect programs to increasingly look to the Adult Education Practitioner Standards for guidance on PD plan development.

What counts as PD?

Both internal and external PD can count toward the PD requirement with the expectation that new learning would result and be transferred to the job/practice. It is important that programs document internal PD practice and activity as well as that done externally, according to Program Quality Indicator 3.

Tracking of PD/PD record keeping:

Programs are expected to maintain backup documentation and attendance for PD activity in support of the individual and program-wide professional development plans. Copies of individual PD plans as well as the program-wide PD plan should be on file at the program for all staff. Beginning in program year 2012-2013, programs must submit their program-wide PD plan to RIDE with their 3rd quarter reports.